

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOH11725447**
POSITION NO: **949869**
POSITION TITLE: **Program Supervisor II**

DATE POSTED: **12/06/22**
CLOSING DATE: **12/28/2022 by 5PM**

DEPARTMENT NAME / WORKSITE: Division of Aging and Long Term Care Support - Crownpoint, NM			
WORK DAYS: Monday - Friday	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: BX65	
WORK HOURS: 8:00 AM-5:00 PM	PART TIME: <input checked="" type="checkbox"/>	NO. OF HRS./WK.: 40	\$ 51,782.40 PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION :	\$ 24.80 PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Health Service Administrator of Division of Aging and Long Term Support, shall manage the delivery of services at senior centers. Plan, evaluate, and improve the delivery of services to clients. Supervise staff at the agency and senior center locations. Develop and implement short and long term goals and objectives. Ensure compliance of employee background checks. Responsible for fiscal management of funding sources and compliance with state, federal regulations and Navajo Nation policy and procedures. Maintain ledger to provide accounting and expenditure control for agency budget. Develops and implement internal control mechanisms. Establish employee performance criteria and evaluate employees performance. Develop program and financial reports. Collaborate with local chapters, advisory councils, and other partners to address delivery of services. Ensure compliance of required reporting metrics to funding agencies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

Bachelor Degree in Public or Business Administrator or closely related field; and two (2) years of program related experience; or an equivalent combination of education and experience.

Special Requirements:

Valid State Driver's License, must obtain a Navajo Nation Operator's Permit within 30 days of employment.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Ability to plan, assign and supervise the work of others. Ability to write proficiently. Will be required to travel long distance to various senior centers.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.